



TEACHING, INTERPRETING AND CHANGING LAW SINCE 1979

IMMIGRANT LEGAL RESOURCE CENTER JOB ANNOUNCEMENT

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The Immigrant Legal Resource Center (ILRC) is seeking a full-time staff attorney to further our technical support and capacity building work on behalf of immigrants and the practitioners who defend their rights. The ILRC is a national non-profit legal support center located in San Francisco, California. Founded in 1979, we specialize in immigration law, policy, and immigrants' rights. The ILRC's work concentrates on three main areas: (1) building the capacity of attorneys, paralegals, organizers, service providers, immigrants, and others by providing legal technical assistance, trainings, and publications; (2) assisting immigrants with civic engagement projects to help expand immigrants' rights and political power; and (3) conducting policy and advocacy work related to immigration law and immigrant rights.

The ILRC is a team-based organization that makes most of its decisions in a collaborative fashion that allows for significant staff input.

Job Responsibilities: The staff attorney will be responsible for contributing to several concurrent projects including:

- Responding to legal technical requests from nonprofit agency staff and pro bono attorneys who work with low-income immigrants on issues relating to family-based immigration, removal and deportation defense, VAWA, asylum, and other issues;
- Working with networks of other immigrant rights organizations and/or organizing with and presenting to groups on immigration law, policy and immigrant rights issues;
- Engaging in policy and advocacy work on immigration law issues;
- Writing manuals, practitioner advisories, and outreach and educational materials for attorneys, paralegals, community organizers, members of the immigrant community, and others;
- Helping immigrants lead and participate in civic engagement projects;
- Writing grant proposals and reports to foundations and corporations, and representing the ILRC in meetings with funders and supporters; and
- Traveling for trainings, funder visits, and other events in California and throughout the United States.

Qualifications: The successful applicant is required to have:

- A minimum of two - three years of experience representing low-income clients in the practice of general immigration law, especially family-based and removal cases;

- Broad knowledge of family-based immigration law and removal cases including the grounds of inadmissibility and deportability;
- Excellent writing, editing, legal analysis, and oral presentation skills;
- A work ethic that is organized, flexible, reliable, and dependable, with the ability to be an independent worker, and able to handle several projects simultaneously while thriving in a team-based collaborative decision-making environment;
- Spanish-speaking skills within the range of conversational to fluent;
- A willingness to travel throughout California and the United States; and
- A current license to practice law in some state in the United States.

It is a plus if the applicant has additional experience including:

- More than three years representing low-income clients in the practice of general immigration law, especially family-based and removal cases;
- Writing and securing grants from foundations and corporations;
- Working in, leading, or forming coalitions;
- Collaborating with immigrant communities;
- Coordinating civic engagement projects or working as a community organizer: and/or
- The ability to speak Mandarin or Cantonese fluently or conversationally.

Salary/Benefits: Pay is commensurate with experience. The ILRC provides excellent benefits including health, dental, vision, a flexible spending account for medical and dependent care, vacation, and sick leave. The ILRC sponsors a retirement plan option upon fulfillment of eligibility.

Applications: This position will remain open until it is filled. We will consider applications on an ongoing basis beginning immediately. To ensure consideration of your application, please submit a cover letter explaining your qualifications for the position and salary requirement, a resume, a writing sample, and the names of three references as soon as possible to:

Eric Cohen, Executive Director
 ILRC
 1663 Mission Street, Suite 602
 San Francisco, CA 94103
 Fax: (415)255-9792 (no calls, please)
 Job_attorney@ilrc.org

The ILRC is an equal opportunity employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.